UNITED NATIONS

ST

Secretariat

ST/IC/1993/36
6 July 1993

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Director of General Services

Subject: DIPLOMATIC POUCH AUTOMATED VOICE INFORMATION SYSTEM

1. The purpose of the present circular is to inform staff members of new procedures in obtaining information regarding diplomatic pouch service between United Nations Headquarters and overseas offices.

2. In line with Organization-wide measures to improve efficiency, an automated voice information system has been installed in the Mail Operations Section to expedite processing of pouch materials. Information on outgoing pouch schedule and incoming pouch arrivals (i.e., day of dispatch/arrival and estimated transit time) and other pouch-related matters may be obtained by calling extension 3.7246 or 3.7247 followed by the first three (3) letters of the city of the selected destination. Thus, if information concerning the pouch schedules between Headquarters and Abidjan is needed, the letters ABI (corresponding to 224 on the touch-tone telephone), should be pressed after having reached that office on extension 3.7246 or 3.7247. Annex I is attached to familiarize staff members with the city codes in the automated voice information system. It should be noted that pouch material should be received no later than 24 hours before closing time for the destination concerned.

3. Reference should also be made to ST/AI/368 of 10 January 1991 which highlights instructions governing United Nations diplomatic pouch service.

Annex I

DIPLOMATIC POUCH UNIT AUTOMATED VOICE INFORMATION SYSTEM

	DESTINATIONS	CODE	DIGIT
1.	ABIDJAN (COTE D'IVOIRE)	ABI #1	2241
2.	ABU DHABI (UNITED ARAB EMIRATES)	ABU	228
3.	ACCRA (GHANA)	ACC	222
4.	ADDIS ABABA (ETHIOPIA)	ADD	233
5.	ALGIERS (ALGERIA)	ALG	254
6.	ALMA ATA (KAZAKHSTAN)	ALM	256
7.	AMMAN (ESCWA) (JORDAN)	AMM #1	2661
8.	AMMAN (UNDP) (JORDAN)	AMM #2	2662
9.	ANKARA (TURKEY)	ANK #1	2651
10.	ANTANANARIVO (MADAGASCAR)	ANT #1	2681
11.	APIA (SAMOA)	API #1	2741
12.	ASHKHABAD (TURKMENISTAN)	ASH #2	2742
13.	ASMARA (UNDP) (UNOVER) (ERITREA)	ASM	276
14.	ASUNCION (PARAGUAY)	ASU #1	2781
15.	ATHENS (GREECE)	ATH	284
16.	BAGHDAD (UNDP) (IRAQ)	BAG #2	2242
17.	BAGHDAD (UNAU) (IRAQ)	BAG #3	2243
18.	BAKU (AZERBAIJAN)	BAK	225
19.	BAMAKO (MALI)	BAM #1	2261
20.	BANGKOK (THAILAND)	BAN #2	2262
21.	BANGUI (CENTRAL AFRICAN REPUBLIC)	BAN #3	2263
22.	BANJUL (GAMBIA)	BAN #4	2264
23.	BEIJING (CHINA)	BEI #1	2341
24.	BEIRUT (UNDP) (LEBANON)	BEI #2	2342
25.	BEIRUT (UNICEF) (LEBANON)	BEI #3	2343
26.	BELGRADE (YUGOSLAVIA)	BEL	235
27.	BISHKEK (KYRGYZSTAN)	BIS #1	2471
28.	BISSAU (GUINEA-BISSAU)	BIS #2	2472
29.	BOGOTA (COLOMBIA)	BOG	264
30.	BRASILIA (BRAZIL)	BRA #1	2721
31.	BRAZZAVILLE (CONGO)	BRA #2	2722
32.	BRIDGETOWN (BARBADOS)	BRI #3	2743
33.	BRUSSELS (BELGIUM)	BRU #2	2782
34.	BUCHAREST (ROMANIA)	BUC	282
35.	BUENOS AIRES (ARGENTINA)	BUE	283
36.	BUJUMBURA (BURUNDI)	BUJ	285
37.	CAIRO (EGYPT)	CAI #4	2244
38.	CARACAS (VENEZUELA)	CAR	227
39.	COLOMBO (SRI LANKA)	COL #2	2652
40.	CONAKRY (GUINEA)	CON #3	2663
41.	COPENHAGEN (UNIC) (DENMARK)	COP #1	2671
42.	COPENHAGEN (IAPSO) (DENMARK)	COP #2	2672
43.	COTONOU (BENIN)	COT #2	2682
44.	DAKAR (SENEGAL)	DAK	325
45.	DAMASCUS (UNDP) (SYRIAN ARAB REP.)	DAM #1	3261
46.	DAMASCUS (UNDOF) (SYRIAN ARAB REP.)	DAM #2	3262
47.	DAR ES SALAAM (UNITED REP. OF TANZANIA)	DAR	327

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	DESTINATIONS	CODE	DIGIT
48.	DHAKA (BANGLADESH)	DHA	342
49.	DJIBOUTI (DJIBOUTI)	DJI	354
50.	DOHA (QATAR)	DOH	364
51.	DUSHANBE (TAJIKISTAN)	DUS	387
52.	FLORENCE (ITALY)	FLO	356
53.	FREETOWN (SIERRA LEONE)	FRE	373
54.	GABORONE (BOTSWANA)	GAB	422
55.	GENEVA (SWITZERLAND)	GEN #1	4361
56.	GEORGETOWN (GUYANA)	GEO #2	4362
57.	GUATEMALA (GUATEMALA)	GUA	482
58.	THE HAGUE (NETHERLANDS)	HAG	424
59.	HANOI (VIET NAM)	HAN	426
60.	HARARE (ZIMBABWE)	HAR	427
61.	HAVANA (CUBA)	HAV	428
62.	ISLAMABAD (UNDP) (PAKISTAN)	ISL #1	4751
63.	ISLAMABAD (OSGAP) (PAKISTAN)	ISL #2	4752
64.	JAKARTA (INDONESIA)	JAK	525
65.	JERUSALEM (UNIFIL) (ISRAEL)	JER #1	5371
66.	JERUSALEM (UNTSO) (ISRAEL)	JER #2	5372
67.	JOHANNESBURG (UNOMSA) (SOUTH AFRICA)	JOH	564
68.	KABUL (AFGHANISTAN)	KAB #1	5221
69.	KAMPALA (UGANDA)	KAM	526
70.	KATHMANDU (NEPAL)	KAT	528
71.	KHARTOUM (SUDAN)	KHA #1	5421
72.	KIEV (UKRAINE)	KIE	543
73.	KIGALI (RWANDA)	KIG	544
74.	KINGSTON (JAMAICA)	KIN #1	5461
75.	KINSHASA (ZAIRE)	KIN #2	5462
76.	KISHINEV (REPUBLIC OF MOLDOVA)	KIS #1	5471
77.	KUALA LUMPUR (MALAYSIA)	KUA #1	5821
78.	KUWAIT (UNDP) (KUWAIT)	KUW #1	5891
79.	KUWAIT (UNIKOM) (KUWAIT)	KUW #2	5892
80.	LAAYOUNE (WESTERN SAHARA)	LAA #2	5222
81.	LAGOS (NIGERIA)	LAG	524
82.	LA PAZ (BOLIVIA)	LAP	527
83.	LIBREVILLE (GABON)	LIB #2	5422
84.	LILONGWE (MALAWI)	LIL	545
85.	LIMA (PERU)	LIM #3	5463
86.	LISBON (PORTUGAL)	LIS #2	5472
87.	LOME (TOGO)	LOM #1	5661
88.	LONDON (IMO) (UNITED KINGDOM)	LON #2	5662
89.	LONDON (UNIC) (UNITED KINGDOM)	LON #3	5663
90.	LUANDA (UNAVEM) (ANGOLA)	LUA #2	5822
91.	LUANDA (UNDP) (ANGOLA)	LUA #3	5823
92.	LUSAKA (ZAMBIA)	LUS	587
93.	MADRID (SPAIN)	MAD	623
94.	MALABO (EQUATORIAL GUINEA)	MAL #1	6251
95.	MALE (MALDIVES)	MAL #2	6252
96.	MANAGUA (NICARAGUA)	MAN #1	6261
97.	MANAMA (BAHRAIN)	MAN #2	6262
98.	MANILA (PHILIPPINES)	MAN #3	6263
99.	MAPUTO (UNDP) (MOZAMBIQUE)	MAP #1	6271

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DESTINATIONS	CODE	DIGIT
100. MAPUTO (ONUMOZ) (MOZAMBIQUE)	MAP #2	6272
101. MASERU (LESOTHO)	MAS #3	6273
102. MBABANE (SWAZILAND)	MBA	622
103. MEXICO CITY (MEXICO)	MEX #1	6391
104. MINSK (BELARUS)	MIN	646
105. MOGADISHU (UNDP) (SOMALIA)	MOG #1	6641
106. MOGADISHU (UNOSOM) (SOMALIA)	MOG #2	6642
107. MONROVIA (LIBERIA)	MON #1	6643
108. MONTEVIDEO (URUGUAY)	MON #2	6644
109. MORONI (COMOROS)	MOR #1	6671
110. MOSCOW (RUSSIAN FEDERATION)	MOS #2	6672
111. MUSCAT (OMAN)	MUS	687
112. NAIROBI (UNDP) (KENYA)	NAI #1	6241
113. NAIROBI (UNEP) (KENYA)	NAI #2	6242
114. NDJAMENA (CHAD)	NDJ	635
115. NEW DELHI (INDIA)	NEW #2	6392
116. NIAMEY (NIGER)	NIA #1	6421
117. NICOSIA (CYPRUS)	NIC #2	6422
118. NOUAKCHOTT (MAURITANIA)	NOU	668
119. OUAGADOUGOU (BURKINA FASO)	OUA	682
120. PANAMA (PANAMA)	PAN #1	7261
121. PARIS (FRANCE)	PAR	727
122. PISA (ITALY)	PIS	747
123. PHNOM PENH (UNDP) (CAMBODIA)	PHN #1	7461
124. PHNOM PENH (UNTAC) (CAMBODIA)	PHN #2	7462
125. PORT-AU-PRINCE (UNDP) (UN/OAS) (HAITI)	POR #1	7671
126. PORT LOUIS (MAURITIUS)	POR #2	7672
127. PORT MORESBY (PAPUA NEW GUINEA)	POR #3	7673
128. PORT-OF-SPAIN (TRINIDAD AND TOBAGO)	POR #4	7674
129. PRAGUE (CZECH REPUBLIC)	PRA #1	7721
130. PRAIA (CAPE VERDE)	PRA #2	7722
131. PYONGYANG (DEM. PEOPLE'S REP. OF KOREA)	PYO	796
132. QUITO (ECUADOR)	QUI	784
133. RABAT (UNDP) (MOROCCO)	RAB #1	7221
134. RABAT (UNIC) (MOROCCO)	RAB #2	7222
135. RAWALPINDI (UNMOGIP) (PAKISTAN)	RAW	729
136. RIGA (LATVIA)	RIG	744
137. RIO DE JANEIRO (BRAZIL)	RIO #3	7463
138. RIYADH (SAUDI ARABIA)	RIY	749
139. ROME (FAO) (ITALY)	ROM #1	7661
140. ROME (UNIC) (ITALY)	ROM #2	7662
141. SANA'A (YEMEN)	SAN #2	7262
142. SAN JOSE (COSTA RICA)	SAN #4	7264
143. SAN SALVADOR (ONUSAL) (EL SALVADOR)	SAN #5	72651
144. SAN SALVADOR (UNDP) (EL SALVADOR)	SAN #5	72652
145. SANTIAGO (CHILE)	SAN #6	7266
146. SANTO DOMINGO (UNDP) (DOMINICAN REPUBLIC)	STO #3	72631
147. SANTO DOMINGO (INSTRAW) (DOMINICAN REP.)	STO #3	72632
148. SAO TOME (SAO TOME AND PRINCIPE)	SAO #7	7267
149. SEOUL (REPUBLIC OF KOREA)	SEO #8	7268
150. SOFIA (BULGARIA)	SOF	763
151. SUVA (FIJI)	SUV	788

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DESTINATIONS	CODE	DIGIT
152. SYDNEY (AUSTRALIA)	SYD	793
153. TALLINN (ESTONIA)	TAL	825
154. TASHKENT (UZBEKISTAN)	TAS	827
155. TBILISI (GEORGIA)	TBI	824
156. TEGUCIGALPA (HONDURAS)	TEG #1	8341
157. TEHRAN (UNDP) (IRAN (ISLAMIC REP. OF))	TEH #2	8342
158. TEHRAN (UNOSGI) (IRAN (ISLAMIC REP. OF))	TEH #3	8343
159. THIMPHU (BHUTAN)	THI	844
160. TIRANA (ALBANIA)	TIR	847
161. TOKYO (JAPAN)	TOK	865
162. TRIPOLI (LIBYAN ARAB JAMAHIRIYA)	TRI	874
163. TUNIS (TUNISIA)	TUN	886
164. ULAN BATOR (MONGOLIA)	ULA	852
165. VIENNA (AUSTRIA)	VIE #1	8431
166. VIENTIANE (LAO PEOPLE'S DEM. REP.)	VIE #2	8432
167. VILNIUS (LITHUANIA)	VIL	845
168. WARSAW (POLAND)	WAR #1	9271
169. WASHINGTON (IBRD) (UNITED STATES)	WAS #2	9272
170. WASHINGTON (UNIC) (UNITED STATES)	WAS #3	9273
171. WINDHOEK (NAMIBIA)	WIN	946
172. YANGON (MYANMAR)	YAN #1	9261
173. YAOUNDE (CAMEROON)	YAO #2	9262
174. YEREVAN (ARMENIA)	YER	937
175. ZAGREB (UNPROFOR) (CROATIA)	ZAG	924

UNITED
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Secretariat

ST/IC/1993/37
9 July 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Acting Director of Personnel

Subject: THE 1992 SECOND OFFICER (P-3) PROMOTION REGISTER

1. The Secretary-General, having considered the recommendations of the Appointment and Promotion Committees and of the Appointment and Promotion Board, has approved the following promotion register for staff members at the Associate Officer (P-2) level for promotion to the Second Officer (P-3) level:

ABBAS, Ms. Affaf
ABDELJABER, Mr. Abdelhamid
ABJOUBEI, Mr. Iouri
AKHTER, Mr. Mohammad
ALAMA, Ms. Nympha
ALIDIO, Ms. M. Felisa
AXENIDOU, Ms. Antigoni
BAYLOCK, Mr. Jean-Francois
BENVENUTI, Mr. Marco
BLYTH-KUBOTA, Ms. Fiona
BORNALES, Mr. Jose A. U.
BRAND, Mr. Bernard
BRINKMAN, Mr. Henk-Jan
BRODOFF, Ms. Jeannine
BROOKES, Ms. Henrietta
BUITELAAR, Mr. Rudolf
BURCI, Mr. Gian Luca
BURKE, Mr. Terence F.
CABRERA-SALINAS, Mr. J. Fernando
CALDWELL, Ms. Nancy A.
CALLARI, Mr. Rocco
CARDENAS, Ms. Francine Hardy
CHAN, Ms. Norma Po-Yee
CHATNILBANDH, Ms. Keiko Kimura
CHAUDHARY, Mr. Sheel Chandra
CIANCI, Mr. Mario
CLAVEL, Mr. Bernard
CONTAPAY, Ms. Herminia A.
CUNNINGHAM, Ms. Anne S.
DE MUYSER-BOUCHER, Ms. Isabelle
DUNAVOLGYI, Ms. Maria
ECONOMOU, Ms. Persephone
ESONO, Mr. Anguesomo Estanislao
ESPINA, Mr. Genaro L.
FARQUHAR, Ms. Margaret P.
FERRI, Mr. Giulio
FLOREZ-MEDINA, Ms. Ana Bertilda
GAGNE, Ms. Louise
GOERGEN, Mr. Patrick Nicolas
GOGGIN-NUGENT, Ms. Teresa
GUEYE, Ms. Aissatou Astou Gning
HALLAHAN, Mr. Francis
HENSKENS, Ms. Mora
HOANG, Ms. Lan-Phuong
HOFMAN, Mr. Andre
IGARASHI, Ms. Hideko
JADUE, Mr. Santiago
JENSEN, Mr. Inge
KASAHARA, Mr. Shigehisa Cape
KLUGMAN, Ms. Shari
KORONTZIS, Mr. George
KRISTIANSEN, Ms. Nora Lisa
KUBLER, Mr. Jean E.
LEE, Ms. Sau-Sze Florence
LEUNG, Ms. Aimee L.
LICCHI, Ms. Laura

LOUZET, Mr. Adote Emmanuel
LOYTVED, Ms. Dana
MAEYAMA, Ms. Kikuko
MAJDALANI, Ms. Roula N.
MAKOMBO, Ms. N'tumba
MASIN, Ms. Marelea
MERRITT, Mr. Frank
MOLANO, Ms. Erlinda
MORAGA, Mr. Maximiliano
MOYA, Mr. Sergio
NAGAKI, Ms. Kumi
NARBONE, Mr. Luigi
NASSER, Ms. Umayma
NGUYEN-THANI, Mr. Liem
NIKOVITCH, Mr. Michael S.
NOONA, Ms. Rosemary J.
OMAR, Ms. Rawda
OPSAHL, Mr. Roald
OTTONE, Ms. Sally A.
PASCALE, Ms. Pragati J.
PECK, Ms. Anjali Catherine
PETER, Mr. Paulose
PETERS, Ms. Meredith J.
PFEIFFER, Ms. Melody C.
PIUCCI, Ms. Joanna
[illegible]DHAKISHUN, Ms. Chitrawati
[illegible]CO-TORRES, Ms. Susana
RIDDLE, Ms. Margaret
RIVIERE, Mr. Jean-Paul
ROLLAND, Ms. Catherine
SAKURADA, Mr. Yuhei
SALLIER, Mr. Michel
SANTANDER, Ms. Julia
SCHMIDT, Mr. Markus G.
SCHWEINFEST, Mr. Stefan
SEVILLA, Ms. Maria-Francisca
SID'AHMED, Mr. Ould Khou
SLADE, Ms. Avril
SRETHWATANAKUL, Ms. Pornthip
STAIN, Mr. Yuli
STEFUNKO, Mr. Dezider
STROHMANN, Mr. Christian-Halges
SY, Ms. Fatimata
TANKOU, Ms. Victoire
THATCHAICHAWALIT, Mr. Dennis
TISTOUNET, Mr. Eric
TSE, Mr. Francis Chen-Wan
TZOVARAS, Mr. Michael
UNGSUTHORNRUNGSI, Mr. Suthat
WADE, Ms. Leslie
WEICH, Mr. Joerg
YCASIANO, Ms. Merceditas
YOSTOS, Ms. Emilie G.
ZAGAMI, Ms. Maria Grazia
ZAI, Mr. Francois
ZAKOUR, Mr. Mohsen

2. Promotion from the register will be authorized by the Director of Personnel, to the extent possible, depending on availability of posts. The latest date of implementation will be 30 June 1993, bearing in mind that the register year runs from 1 July 1992 to 30 June 1993. For those posts that were reclassified to higher levels in the context of the programme budget for 1992-1993 (General Assembly resolution 46/185 B, sect. II), departments/offices have been informed of the guidelines to be followed in such cases.

Recourse procedure

3. Staff members are reminded of the criteria for promotion, which include (a) performance; (b) academic training and professional qualifications and achievements; (c) linguistic proficiency; (d) supervisory abilities and leadership capabilities, as applicable; (e) guidelines and measures to improve the status of women; (f) seniority in grade and experience; and (g) record of mobility. It should be noted that promotion necessarily depends not only upon a staff member's intrinsic merit and seniority but upon a comparison of his or her overall qualities with those of his or her colleagues in a situation limited by the availability of posts. Although the reviewing authorities make every effort to ensure that a staff member's case for promotion has received full consideration, it is conceivable that the data presented in his or her case may have been incomplete in some significant respect. For this reason, the recourse procedure described below has been established to ensure full and fair consideration of all eligible staff members.

4. If a staff member believes that his or her name has been omitted from this promotion register because of incomplete information placed before or available to the Appointment and Promotion Committee, he or she may write to the Chairperson of the Committee, giving grounds for his or her belief. Such recourse letter in 25 copies must be submitted WITHIN ONE MONTH of the publication date of the present circular and should be addressed to the Chairperson of the local Appointment and Promotion Committee through its secretariat.

5. Relevant information brought to the attention of the reviewing body by a staff member will be examined with a view to determining whether, had it been known at the time of the initial review, it would have warranted the inclusion of his or her name on the register. Staff members are also advised that letters of recourse will be included in their official status files once the review has been completed.

6. The appointment and promotion bodies will decide what further recommendation, if any, they should make to the Secretary-General.

UNITED NATIONS

ST

Secretariat

ST/IC/1993/38
9 July 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: THE 1992 FIRST OFFICER (P-4) PROMOTION REGISTER

1. The Secretary-General, having considered the recommendations of the Appointment and Promotion Committees and of the Appointment and Promotion Board, has approved the following promotion register for staff members at the Second Officer (P-3) level for promotion to the First Officer (P-4) level:

ABDALLA, Ms. Kathleen
ABDALLAH, Mr. Abulgasim
ABD-ELRAZEK, Mr. Adnan
ADAM, Mr. Ali M.
ADAMS, Mr. Clemens Martin
AGARKOV, Mr. Andrei
ALBERT, Mr. Charles
ANDREWS, Mr. Josiah
ANDRIANASOLO, Ms. Aimee Charlotte
ARTIGAS, Ms. Carmen
ASTAPKOV, Mr. Oleg P.
BACHMANN, Mr. Daniel Victor
BARTHET, Ms. Carmen
BAZARAA, Ms. Samia
BEN ABEES TAARJI-ASCHENBRENNER, Ms. N.
BENAVENTE, Mr. Jose Miguel
BEN HADID, Mr. Amor
BINDLEY TAYLOR-SAINTE, Ms. Gail
BISHOPP, Ms. Claudia
BITTER, Mr. Isaac
BLAHUT, Ms. Marie
BOIVIN, Ms. Catherine
BRICK, Mr. Alexander Stephan
BRISTER, Ms. Judith
BRONNER, Mr. Anton
CANAMERO, Mr. Carlos
CAPIO, Ms. Rosemille
CARRILLO-RODRIGUEZ, Mr. Jorge
CAVIC, Mr. Aleksandar
CHAMI, Ms. Andree
CHAN, Mr. Michael Hing Sang
CHANG, Ms. Tsu-Wei
CHARNSUPHARINDR, Ms. Anchalee
CHEN, Ms. Nancy
CHERIF, Ms. Mary Farrell
CHOUVALOV, Mr. Vladislav
DAHOUI, Mr. Christian
DAIF, Mr. Fathi
DE CASTRO, Mr. Juan A.
DEL POZZO, Ms. Fatma
DE TOMASSI, Mr. Furio
DHLIWAYO, Mr. Munorweyi E.
DIAZ-BENAVIDES, Mr. David
ELSHIRBEENY, Mr. Ali
ESCAITH, Mr. Hubert
ESTANLOO, Mr. Bijan
FALY, Mr. Desire A.
FEDOROFF, Ms. Michele A.
FLORET, Ms. Marie-Josephe
FLORY, Mr. Joseph E. P.
FRY, Mr. John
FUENTES, Mr. Juan Alberto
GAROFALO, Ms. Joyce
GARVEY-MWAZI, Ms. Mary Kristine
GAVIDIA, Mr. Jorge A.
GERLACH, Ms. Karin Ann

GIBSON, Ms. Maria Victoria
GLEASON, Mr. Steven
GONZALES-DIAZ, Ms. Violeta
GORBITZ, Mr. Raymond
GORDON, Ms. Kathryn
GOUROV, Mr. Yuri N.
GUERGUIL, Ms. Martine
GUHA, Ms. Krishnaveni
HAGENBARTH, Mr. Peter
HAMDAN, Mr. Yousef Mohammed
HAMDI, Mr. Mongi
HATINGUAIS, Ms. Catherine
HILAL, Mr. Walid
HOOPER, Ms. Elizabeth
HUSSEIN, Mr. Ahmed Mohamed
ISE-CHARRIN, Ms. Maria Francisca
JOSHUA, Mr. Frank T.
KANDIAH, Ms. Vasantha K.
KARL, Mr. Guenther
KAZAROV, Mr. Paul
KEARNS, Ms. Jill
KENNEDY, Ms. Barbara
KHALIDI, Mr. Raja
KNYAZEV, Mr. Pyotr
KOMALABHUTI, Ms. Amarachavee
KOTLYAR, Mr. Mikhail
KOTTE, Mr. J. P. Detlef
KRAIRIKSH, Ms. Nanda
LAPTEV, Mr. Boris
LAYE, Mr. Ousmane
LEE, Ms. Phyllis
LEE-DE LAURENTIS, Ms. Jennifer
LE NESTOUR, Ms. Jacqueline
LENNARD, Mr. Horace S.
LE TIEC, Ms. Marie Madeleine
LEWIS, Ms. Vivian I.
LEYS, Ms. Mireille
LOCKSHIN, Ms. Janine
LOIAL, Mr. Terseli
MALLAMPALLY, Ms. Padma
MAPONGA, Ms. Pamela
MAPONGO, Mr. Balthazar
MARIANO, Ms. Aleli M.
MASHAYEKHI, Ms. Mina
MAXIMOV, Mr. Alexei
METZNER-STRACK, Ms. Sabine
MIROUX, Ms. Anne
MOSKALENKO, Mr. Valeri Ivanovich
NAGATA, Ms. Kozue K. A.
NANDAN, Ms. Zarine
NARANG, Ms. Gunda L.
NGUYEN, Ms. Mai Chau
NIEDZIELSKA, Ms. Nadia
NIKKELSEN, Ms. Lene
NOETZEL, Mr. Manfred
NORDBERG, Mr. Rainer
ORSINI, Mr. Jan B.
OVEISSI, Ms. Marie E.
OVSIOUK, Mr. Alexandre
PARDAL, Ms. Deirdre
PARKHOMENKO, Mr. Vladimir
PELUSO-MANDELL, Ms. Catherine
PIAZZI, Mr. Sergio
PIERRE, Ms. Annette S.
PILARI, Mr. Dirk
POUCHKOV, Mr. Viatcheslav
QAQAYA, Mr. Hassan
RASHIDUDDIN, Mr. Shahid
RICHARD-VAN MAELE, Ms. Carine
RIVALS, Ms. Janine
ROMIG, Mr. Frederic
ROSENBLUM, Ms. Gay
RUYAPHORN, Ms. Suvarat
SAMUELSSON, Ms. Ada
SAN, Ms. Yuen-Wah
SCHAPER, Ms. Marianne
SCHMITZ, Mr. Peter
SEAFORTH, Mr. Jerome
SERRANO CALVO, Mr. Pablo
SHANK, Ms. Dorene
SHIRAISHI, Mr. Osamu
SIMKIN, Mr. Jerald M.
SLAVOV, Mr. Slav
SORIEUL, Mr. Renaud
STOUTE, Ms. Cheryl H.
SUZARA, Mr. Felizardo Buktaw
TANG, Ms. Jiansheng
TANKOU, Mr. Maurice
TAPPER, Mr. Gordon
TENZING, Mr. Karma
TIKHONOV, Mr. Alexandre
TOUBOLETS, Mr. Alexander
TRUJILLO, Ms. Catalina
UGHETTA, Ms. Mary A.
VALLEJO, Ms. Stella Maris
VANYI, Ms. Jacqueline
VENDRELL, Mr. Francisco J.
VILLAN DURAN, Mr. Carlos
WANG, Mr. Huaihai
WAPENYI, Ms. Freda N.
WEISBROD-WEBER, Mr. Wolfgang
WILLIAMS, Ms. Mignon P.
YEVSTIGNEYEV, Mr. Anatoly N.
ZADI, Mr. Urbain D.
ZELLEKE, Ms. Zena
ZHOU, Mr. Yuqiang

2. Promotion from the register will be authorized by the Director of Personnel, to the extent possible, depending on availability of posts. The latest date of implementation will be 30 June 1993, bearing in mind that the register year runs from 1 July 1992 to 30 June 1993. For those posts that were reclassified to higher levels in the context of the programme budget for 1992-1993 (General Assembly resolution 46/185 B, sect. II), departments/offices have been informed of the guidelines to be followed in such cases.

Recourse procedure

3. Staff members are reminded of the criteria for promotion, which include (a) performance; (b) academic training and professional qualifications and achievements; (c) linguistic proficiency; (d) supervisory abilities and leadership capabilities, as applicable; (e) guidelines and measures to improve the status of women; (f) seniority in grade and experience; and (g) record of mobility. It should be noted that promotion necessarily depends not only upon a staff member's intrinsic merit and seniority but upon a comparison of his or her overall qualities with those of his or her colleagues in a situation limited by the availability of posts. Although the reviewing authorities make every effort to ensure that a staff member's case for promotion has received full consideration, it is conceivable that the data presented in his or her case may have been incomplete in some significant respect. For this reason, the recourse procedure described below has been established to ensure full and fair consideration of all eligible staff members.

4. If a staff member believes that his or her name has been omitted from this promotion register because of incomplete information placed before or available to the Appointment and Promotion Committee, he or she may write to the Chairperson of the Committee, giving grounds for his or her belief. Such recourse letter in 25 copies must be submitted WITHIN ONE MONTH of the publication date of the present circular and should be addressed to the Chairperson of the local Appointment and Promotion Committee through its secretariat.

5. Relevant information brought to the attention of the reviewing body by a staff member will be examined with a view to determining whether, had it been known at the time of the initial review, it would have warranted the inclusion of his or her name on the register. Staff members are also advised that letters of recourse will be included in their official status files once the review has been completed.

6. The appointment and promotion bodies will decide what further recommendation, if any, they should make to the Secretary-General.

UNITED
NATIONS

ST

Secretariat

ST/IC/1993/39
14 July 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: THE 1992 PROMOTION REGISTER FOR PUBLIC INFORMATION ASSISTANTS AND TOUR COORDINATORS/SUPERVISORS CATEGORY TOUR COORDINATOR/SUPERVISOR LEVEL

1. The Secretary-General, having considered the recommendations of Working Group II of the Appointment and Promotion Panel, has approved the following promotion register for the Public Information Assistants and Tour Coordinators/Supervisors category:

To Tour Coordinator/Supervisor level

Ms. Katarina HJELMQVIST

2. Promotion from the register will be authorized by the Director of Personnel in the context of staffing table resources and departmental wishes. The earliest date of promotion from this register will be 1 July 1992. The latest date will be 30 June 1993, bearing in mind that the register year runs from 1 July 1992 to 30 June 1993.

Recourse procedure

3. It should be noted that promotion necessarily depends not only upon a staff member's intrinsic merit and seniority but upon a comparison of his or her overall qualities with those of his or her colleagues in a situation limited by the availability of posts. Although the reviewing authorities make every effort to ensure that a staff member's case for promotion has received full consideration, it is conceivable that the data presented in his or her case may have been incomplete in some significant respect. For this reason, the recourse procedure described below has been established to ensure full and fair consideration of all eligible staff members.

4. If a staff member believes that his or her name has been omitted from this promotion register because of incomplete information placed before or available to the Appointment and Promotion Panel, he or she may write to the Chairperson of the Panel, giving grounds for his or her belief. Such recourse letters in 12 copies must be submitted WITHIN ONE MONTH of the publication date of this circular and should be addressed to the Chairperson of Working Group II, Appointment and Promotion Panel, through the Secretary of the Panel, Room S-2560B.

5. Any additional information brought to the attention of a reviewing body by a staff member will be examined with a view to determining whether, had it been known at the time of the initial review, it would have warranted the inclusion of his or her name in the register. If a vacancy has arisen which could have been projected at the time of the promotion review or on which information was not provided to the appointment and promotion bodies, these bodies may take that into account when reviewing recourses. The same holds true in cases where the reviewing body would have recommended the inclusion of a staff member's name on the register had it not been for the unavailability of a post and a suitable post unexpectedly becomes vacant within the organizational unit concerned prior to completion of the promotion exercise.

6. The attention of staff members is drawn to the fact that recourse is a matter strictly between the staff member and the particular reviewing body. Therefore, only material submitted by a staff member in his or her name and on his or her behalf will be considered. Staff members are also advised that letters of recourse will be included in their official status files.

7. The appointment and promotion bodies will decide what further recommendation, if any, they should make to the Secretary-General on the basis of the recourse letters submitted to them.